# Changing Chrome Browser User -Computer

Gwinnett County Public Schools                    See your LSTC or TST for additional support

There are several options for changing the user in Chrome. This is important because when a user clicks on links, permissions are read based on the user from the Chrome profile, not just the G Suite accounts that you have logged into.

## 1. Browse as a guest (most simple option)

- Open Chrome
- Click on the image or initial in the top right corner to next to the URL bar.
- Scroll down and click on Guest.
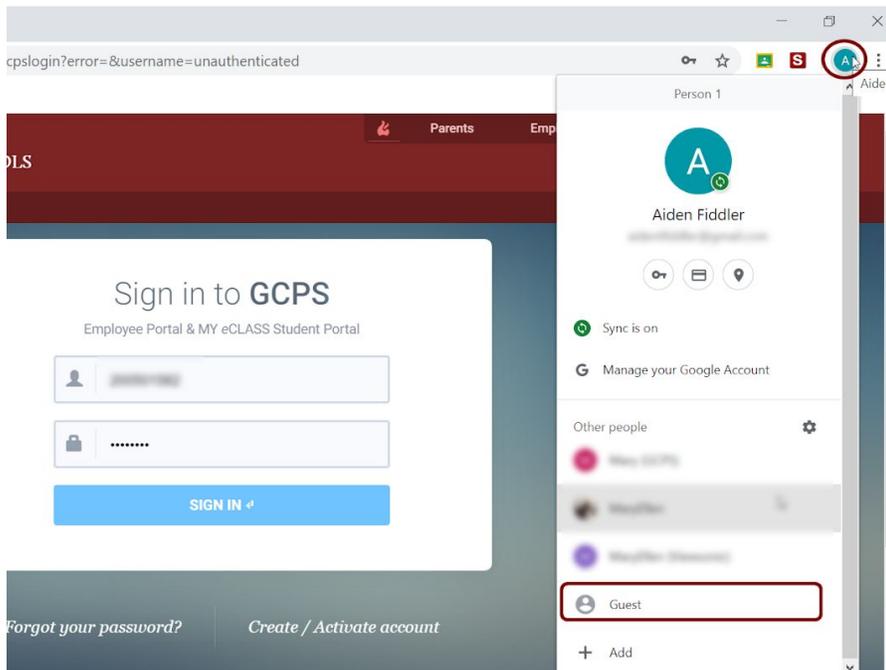


- A new window will open that is not associated with a G Suite account.
- Sign in to the student portal and then click on G Suite for Education.
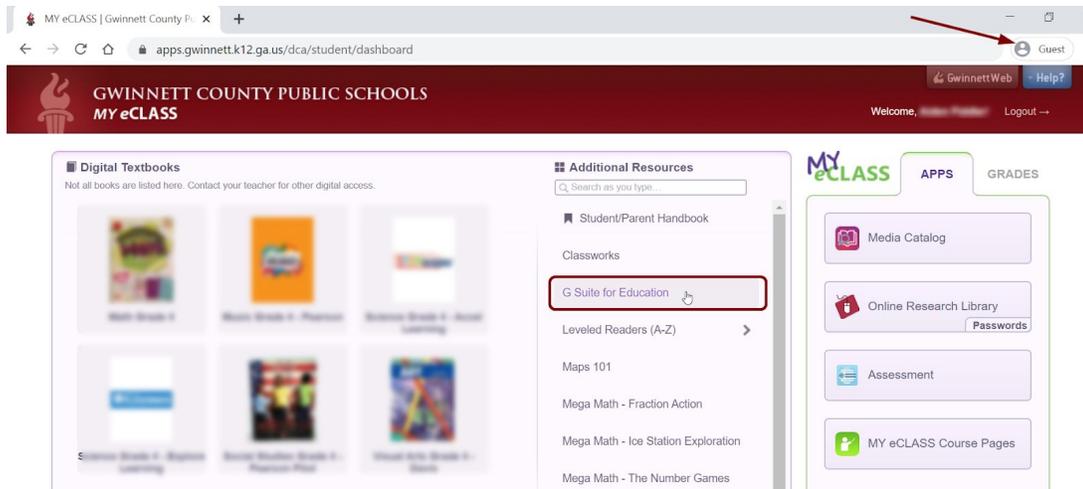
## 2. Create a Chrome Profile for your GCPS G Suite Account

- Open Chrome
- Click on the image or initial in the top right corner to next to the URL bar.
- Scroll down and click on + Add.
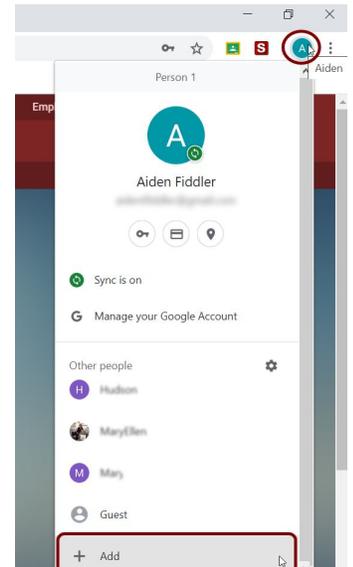
- Enter a name for the profile and click **Add**.
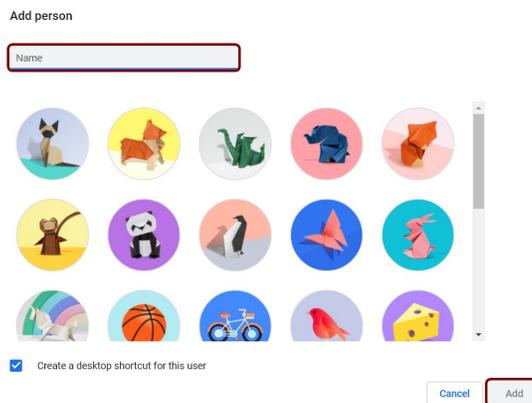
- Follow the prompts to choose preferences or click skip through these steps.
- On the sign in screen, enter the GCPS Google account (firstname.lastname1234@g.gcpsk12.org) *Numbers are the last four digits of the student number.
- Click **Next**
- You will be redirected to the portal sign-in screen. Sign in here.
- To switch to this account in the future, click on the picture or initial in the top right corner next to the URL box and choose this profile.
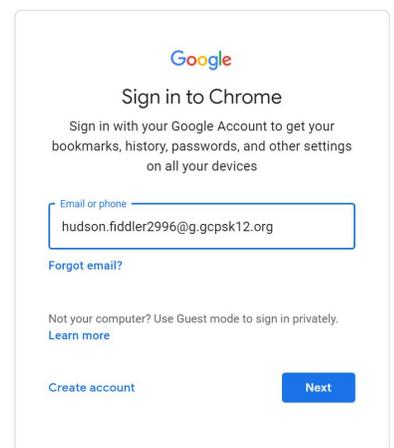
Click here to see a video tutorial.